

31 MAY 1995

Appendix F

FORMAT FOR
TENURE AGREEMENTS

From: (Name and address of the workforce member required to execute the tenure agreement)

To: (Name and title of official responsible for obtaining tenure agreements)

Via: (As determined by command)

Subj: ASSIGNMENT PERIOD FOR CRITICAL ACQUISITION POSITIONS

Ref: (a) Title 10 USC 1734(a)(2)

1. Reference (a) requires a person assigned to a critical acquisition position to execute a written agreement to remain on active duty (in the case of a member of the armed services) or in the Federal Service (in the case of a civilian employee) in that position at least 3 years.

2. I understand that my assignment to the position of (insert position title and grade/rank) is an assignment subject to the legal requirements of reference (a). I hereby execute this written agreement to remain in (insert position title) until (insert anticipated date tenure obligation will be complete).

3. This agreement may be waived for reasons of humanitarian reassignment, discharge, or retirement; relief of duties and reassignment in the interest of the Department of the Navy; and promotion, where promotion in place is not allowable. This agreement shall remain in effect unless and until waived by the Director, Acquisition Career Management or until the said assignment period has been served.

Signature of workforce member and date

Distribution:

For civilians, the original goes to the servicing HRO

For Marine Corps military, the original goes to CMC, Code MMOA-3

Appendix F to
Enclosure (1)

31 MAY 1995

General Guidance

1. Follow the tenure agreement format as it is vital that all required information be provided. Review part 1, chapter V for details on tenure agreements.
2. This tenure agreement format shall be used for civilians and Marine Corps officers. It is not required for Navy military personnel. The tenure agreement for Navy officers is contained in their orders.
3. Since the tenure obligation period is different for DRPMs, DDRPMs, and ACAT I PMs and DPMS, the 3-year requirement specified in this format will not be used for these positions. Refer to part 1, chapter VIII for details.
4. A tenure agreement must be executed or a tenure agreement waiver approved before a person may be assigned to a CAP position.
5. The original tenure agreement must be filed in the person's official file.